



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
Illinois Army and Air National Guard  
1301 North MacArthur Boulevard, Springfield, Illinois  
62702-2399

DMAIL Policy/Procedure Memo 2003-16  
(ILARNG)

5 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: General Order – Prohibition of Abuse of the Government Travel Charge Card

1. References:

- a. The Travel and Transportation Reform Act of 1998 (Public Law 105-264).
- b. The Federal Register, January 19, 2000, Part III, General Services Administration 41 CFR Part 301-51, Federal Travel Regulation: Final Rule.
- c. DoD Directive 5500.7-R, "The Joint Ethics Regulation," August 1993, w/ change 4.
- d. DoDFMR, Volume 9, Chapter 3, September 2000.
- e. Under Secretary of Defense for Personnel and Readiness Memorandum, Subject: Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel, dated 10 June 2003.
- f. Assistant Secretary of Defense for Command, Control, Communications, and Intelligence Memorandum, Subject: Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards, dated 4 November 2002.
- g. Technician Personnel Regulation (TPR) 752, "Disciplinary and Adverse Actions."
- h. Department of Military Affairs, Illinois, Regulation 27-1, "Non-judicial Punishment," 1996, w/ change 1.
- i. DMAIL-CS Memorandum, Subject: US Government Travel Card Misconduct, dated 28 August 2002.

2. Reference 1.i above is hereby rescinded and replaced by this memorandum.

3. The provisions of this memorandum constitute a General Order for ILARNG military personnel (see Article 92, UCMJ). Violation of its provisions will subject ILARNG military personnel to appropriate disciplinary action for violation of a General Order under the Military Code of Illinois. Violation of its provisions by ILARNG technicians (dual status and non-dual status) will subject the employee to appropriate disciplinary action as provided by TPR 752 (reference 1.g above).

4. Abuse of the Government Travel Charge Card is prohibited. Abuse of the Government Travel Charge Card is defined as follows: any use or attempted use of the card to make unauthorized purchases (see para 5 below for authorized purchases), all ATM cash withdrawals when not in a valid travel status, and accounts past due more than 30 days.

5. The Government Travel Charge Card will be used only for “Official Travel,” and only for reimbursable expenses, such as lodging, rental cars and meals incidental to authorized Temporary Duty (TDY). Furthermore, cardholders are required to pay the entire balance due on the card on time. Cardholders may not carry over a balance from one billing period to the next. The cardholders’ inability or failure to pay the entire balance on the card account on time will result in suspension or termination of the card, and the cardholder may not be entitled to receive a travel advance from the USPFO. The Government Travel Charge Card provides the means to perform mission and job related TDY; however, if abused by misuse or failure to pay the bill on time, the individual soldier becomes a financial and mission liability.

6. Failure to pay debts on time by any ILARNG personnel is unacceptable and will not be tolerated at any level. Prompt payment of charges upon receipt of the bill is essential and is a leadership issue of concern. Payments are due immediately upon receipt of the monthly billing statement, and will be paid using the “Split-Disbursement” payment option.

7. Following is an outline of actions that must be taken to curb card misuse and delinquency:

a. The USPFO for Illinois will review the authorization/decline report from Bank of America, deactivate all cards with suspected abuse, and provide the names of the cardholders to the Level 5 APC (Director/Brigade OIC). The Level 5 APC will contact the cardholder regarding the suspected abuse, and if necessary, take appropriate disciplinary action (see enclosure). The cardholder must then justify the use of the card, in writing through the Level 5 APC to the USPFO. The USPFO will determine whether or not reactivation of the card will occur.

b. Accounts 31-59 days delinquent will be deactivated by the USPFO for Illinois. The USPFO will provide the cardholder’s name to the Level 5 APC who must justify in writing why the card should be reactivated. As a reminder, any cardholder in this category will be prohibited from receiving TDY orders until adequate arrangements have been made to settle their delinquency. Refer to the enclosure for the suggested action by the Director/OIC/Commander.

c. Accounts over 59 days delinquent are automatically suspended by the Bank of America (BoA). A list of the offending cardholders will be provided to the Chief of Staff, and Directors/Bde OIC’s/Commanders will take action in accordance with the enclosed outline.


8. Commanders and supervisors will take appropriate disciplinary action in all cases of substantiated Government Travel Charge Card abuse. Disciplinary action may consist of, but is not limited to, counseling, reprimand or admonition, bar from reenlistment, adverse military appraisal, non-judicial punishment UP DMAIL Reg 27-1, and/or administrative separation or removal. Enclosed is a

table of suggested penalties, which is to be used only as a guideline. As emphasized in reference 1.e. however, nothing in this memorandum is intended to deprive commanders and supervisors of their discretion in handling charge card abuse in a manner appropriate to each individual case. Technician Supervisors will consult with the Human Resource Office to implement any suggested disciplinary actions. As a point of clarification, delinquent payments for technician personnel contain the same suggested penalties for all offenses. It is recommended that technician supervisors take the suggested progressive action every 30 days if the cardholder does not make payment.

9. Eliminating the delinquency problem will require the combined effort of each cardholder, and manager/supervisor, the state agency program coordinator, and the senior management of the ILARNG. Prevention is the least expensive way of conducting business. When we look at the possibilities of performing collections from pay, non-judicial punishment, written reprimands, loss of travel privileges, and other actions, the labor and readiness costs outweigh the benefits to the ILARNG. Managers/supervisors must ensure their cardholders receive the necessary training. A few minutes informing the soldier how to use the card properly will keep managers/supervisors from devoting many more hours preparing and processing necessary disciplinary actions, and explaining to the soldiers why a mission is being delayed as a result of cancelled or suspended accounts. Commanders and supervisors should seek the advice of DMAIL-JA, (217) 761-3510, and/or DMAIL-HRO, (217) 761-3540, with respect to selecting punishment in specific cases.

10. Point of contact for this is CPT Wendell Lowry at 217 761-3549 or Ms. Connie Robinson at 217-761-3545.

Encl  
Table of Suggested Penalties

  
RANDAL E. THOMAS  
Brigadier General, ILARNG  
The Adjutant General

DISTRIBUTION:  
USPFO FOR ILLINOIS  
CHIEF OF STAFF  
DIRECTORS  
BRIGADE OFFICERS IN CHARGE  
BATTALION OFFICERS IN CHARGE

**Table 1 TABLE OF SUGGESTED PENALTIES – GUIDE ONLY**

Nature of Offense		First Offense	Second Offense	Third Offense
<b>See Note 1 for the full range of available penalties.</b>				
<b>1. Use of the ITC while not on official TDY duty</b>				
Drill Status / M-Day Members		Written counseling to LOR	LOR to Non-judicial punishment	Non-judicial punishment
AGR Members		Written counseling to LOR	LOR to Non-judicial punishment	Non-judicial punishment to REFRAD
Technician Members		Written reprimand to 3 day suspension	1-day to 5-day suspension	5-day suspension to termination
<b>2. Inappropriate use of the ITC while on official TDY duty</b>				
Drill Status / M-Day Members		Oral to Written counseling	Written counseling to LOR	LOR
AGR Members		Oral to Written counseling	Written counseling to LOR	LOR
Technician Members		Written reprimand to 3 day suspension	1-day to 5-day suspension	5-day suspension to termination
<b>3. Blatant misuse of the ITC for major or obviously inappropriate purchases (e.g. Fitness machines, concert tickets, weight loss programs, traffic ticket fines, etc) whether or not on official TDY duty.</b>				
Drill Status / M-Day Members		LOR	Non-judicial punishment	Non-judicial punishment to discharge
AGR Members		LOR to Non-judicial punishment	Non-judicial punishment to REFRAD	REFRAD to discharge
Technician Members		Written reprimand to 15-day suspension	Written reprimand to removal	15 day suspension to removal
<b>4. Delinquency</b>				
<b>a. 31 – 59 Days Overdue</b>				
Drill Status / M-Day Members		Oral counseling	Written counseling	Written counseling to LOR
AGR Members		Oral counseling	Written counseling	Written counseling to LOR
Technician Members		Written reprimand to 3 day suspension	1-day to 5-day suspension	5-day suspension to removal
<b>b. 60 - 89 Days Overdue</b>				
Drill Status / M-Day Members		Oral to Written counseling	Written counseling to LOR	LOR
AGR Members		Oral to Written counseling	Written counseling to LOR	LOR
Technician Members		Written reprimand to 3 day suspension	1-day to 5-day suspension	5-day suspension to removal
<b>c. 90 - 119 Days Overdue</b>				
Drill Status / M-Day Members		Written counseling to LOR	LOR to Non-judicial punishment	Non-judicial punishment

AGR Members	Written counseling to LOR	LOR to Non-judicial punishment	Non-judicial punishment to REFRAD
Technician Members	Written reprimand to 3 day suspension	1-day to 5-day suspension	5-day suspension to termination
<b>d. 120 Days Overdue</b>			
Drill Status / M-Day Members	LOR	Non-judicial punishment	Non-judicial punishment to discharge
AGR Members	LOR to Non-judicial punishment	Non-judicial punishment to REFRAD	REFRAD to discharge
Technician Members	Written reprimand to 3-day suspension	1-day to 5-day suspension	5-day suspension to removal

**Key Terms Used:**

REFRAD (Release from Active Duty): Involuntary removal from AGR tour, revert to Drill Status / M-day

Termination: Involuntary termination of technician, maintain Drill Status / M-day

Discharge: Discharge from the IL ARNG

LOR: Letter of Reprimand – applicable to AGR and Drill Status/M-day and equivalent to Technician Written Reprimand

**NOTES : Full Range of Penalties**

<b>Military Penalties (AGR and Drill-Status/M-Day)</b>	<b>Federal Technician (Dual or Non-Dual Status) Ref TPR 752</b>
Oral Counseling	Oral Admonishment (no record posted to official file)
Written Counseling (with or without posting to official file)	Written Reprimand (with posting to official file for a specific time period)
Letter of Reprimand (with or without posting to official file)	
Non-judicial Punishment (DMAIL Reg. 27-1) (Military Only)	Suspension Without Pay (period to be determined based on the act)
Termination of AGR Tour	Removal
Court Martial	
Discharge from the National Guard	